

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

5-Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Fairfax County Redevelopment and Housing Authority

PHA Number: VA019

PHA Fiscal Year Beginning: 07/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
 Fairfax County Department of Housing and Community Development
 Housing Management Division
 3700 Pender Drive, Suite 100
 Fairfax, Virginia, 22030-7442
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☒ PHA website
- ☒ Other (list below)

- Fairfax County Department of Systems Management for Human Services

1. Region I (South County)
 8850 Richmond Highway #204
 Alexandria, VA 22309

2. Region II (Eastern County)

6245 Leesburg Pike, #300
Falls Church, VA 22044

3. Region III (Reston/Herndon Area)
11484 Washington Plaza, West, #400
Reston, VA 20190
4. Region IV-V (Western County)
12011 Government Center Parkway, #210
Fairfax, VA 22035

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
Fairfax County Department of Housing and Community Development
Housing Management Division
3700 Pender Drive, Suite 100
Fairfax, Virginia, 22030-7442
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
 [24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

X The PHA's mission is: (state mission here)

The mission of the Fairfax County Redevelopment and Housing Authority (FCRHA), as of October 1999, is to initiate and provide opportunities for Fairfax County residents to live in safe, affordable housing and to help develop, preserve, and revitalize communities through fiscally responsible and open processes. The FCRHA carries out its mission and goals through the activities of its staff, the Fairfax County Department of Housing and Community Development (HCD) and with the involvement of its residents.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

1. FCRHA Goal: Expand the supply of affordable housing for low and moderate income households to include the elderly and persons with disabilities in its area of operation.

Objectives:

- (a) Apply for additional rental vouchers:
 - If HUD issues a Notice of Funding Availability for additional Section 8 rental vouchers, FCRHA will consider applying for funding based on the housing needs of families in the County. (The objective applies in each year of the 5-year plan.)

- (b) Leverage private or other public funds, including the use of low income housing tax credits and bonds, to create additional housing opportunities:
- The FCRHA has entered into a public-private partnership to provide 80 new townhouse units at Founders Ridge in Kingstowne to moderate income families within two and one half-years. The FCRHA has made a commitment to sell land obtained under a proffer to a developer who will build and sell these 80 townhouses to applicants from an FCRHA First-time Homebuyer Program waiting list developed for Founders Ridge. The FCRHA's goal is to provide extensive pre- and post homeownership counseling to all first-time homebuyers in this development prior to settlement.
 - The FCRHA provides senior housing facilities for low and moderate income senior citizens. During the 5-year planning period, the FCRHA will provide new senior housing facilities at three locations using a variety of federal, state, and local funding sources, including such federal resources as HOME, CBDG and/or 108 loan funds: Little River Glen II—60 residential units; Herndon Harbor House II—60 residential units; and Gum Springs Glen—60 residential units.
 - The FCRHA will continue to enter into similar public/private partnerships.
- (c) Expand homeownership opportunities through the following FCRHA programs:
- HCD maintains an interest list for the Fairfax County First-time Homebuyer Program. When certain zoning criteria are applicable, developers are required to offer townhomes and condominiums for sale under the Affordable Dwelling Unit (ADU) program. HCD screens applicants for program eligibility and enters income eligible, first time homebuyer applicants into lotteries held for each new unit. The developers then offer ADU units to applicants by lottery number for ninety days or until all ADU units are sold. After ninety days the unit may be sold to any program eligible person. Goals to increase numbers of units are beyond the FCRHA's ability to control. The FCRHA's goal is to increase homeownership educational opportunities through the Homeownership Newsletter and quarterly workshops on homeownership topics and disseminating first-time homebuyer information.

- The FCRHA's Moderate Income Direct Sales (MIDS) Program provides financial assistance to eligible moderate income first-time homebuyers through the provision of deferred second trusts of up to \$15,000 to reduce monthly mortgage payments on resale homes. These homes were originally provided by private developers as part of proffer agreements obtained through the rezoning process. No new units are currently being added and resales are less than ten per year. The FCRHA's goal is to provide homeownership educational opportunities through the Homeownership Newsletter and quarterly workshops on homeownership topics and disseminating first-time homeownership information so that purchasers are informed consumers.
 - Market first-time homebuyer programs to all residents of the FCRHA rental subsidy programs at least once annually.
 - The FCRHA's Section 8 Homeownership Program will provide families currently receiving Section 8 rental assistance the opportunity to own a home. The program will be a 5-year pilot program that will assist 25 families in purchasing a home.
 - The FCRHA will explore ways to encourage homeownership opportunities through special financing, such as downpayment or closing cost assistance and will work with nonprofit partners interested in expanding homeownership opportunities..
- (d) Employ a variety of other strategies to increase rate of unit turnover in units owned by the FCRHA, where desirable and feasible. See discussion under HUD Strategic Goal of promoting self-sufficiency and asset development of families and individuals.
2. FCRHA Goal: Improve the quality of assisted housing owned or assisted by the FCRHA.

Objectives:

- (a) Maintain excellent public housing management:
- The FCRHA will continue to be a high-performing PHA in each of the 5 years.
(The objective applies in each year of the 5-year plan.)
- (b) Improve voucher management:

- The FCRHA's goal is to be a high performer when rated under SEMAP.

(The objective applies in each year of the 5-year plan.)

(c) Initiate an asset management review:

- HCD will establish an asset management initiative to provide on-going assessment of all FCRHA assets. This includes financial performance, social issues, marketability, and capital improvement needs. (Note: This objective is related to objective (g) below) (The objective applies in each year of the 5-year plan.)

(d) Increase customer satisfaction:

- Based on HUD's Real Estate Assessment Center (REAC) survey of selected public housing residents, the FCRHA will develop a management action plan response as a result of the survey findings. Once the survey results are analyzed, HCD will develop an action plan on a semi-annual basis and adjust accordingly. (HCD plans to complete this objective in the first year of the 5-year plan.)
- HCD plans to be part of Fairfax County's South County Human Services Center that will provide more localized services to the general public, persons on the waiting lists, public housing residents, and section 8 participants. (HCD plans to complete this objective in the fourth year of the 5-year plan.)

(e) Improve the management of assisted housing by upgrading technology:

- HCD will seek improved information management technology over the next three-year period to eliminate manual record keeping regarding applications for housing assistance, eligibility reexaminations, and issuance of letters, notices and billings to participants in Section 8 and public housing programs. (HCD plans to complete this objective in the third year of the 5-year plan.)
- HCD will keep FCRHA's website current and, in response to customer input, will carry out improvements as needed. In addition, HCD will work with other County Human Service Agencies and interested nonprofit and faith community partners in providing access to the FCRHA's website. (This objective applies in each year of the 5-year plan.)

- HCD will provide capability to download applications for FCRHA assisted housing on the FCRHA's website. (HCD plans to complete this objective in the second year of the 5-year plan.)

(f) Renovate or modernize public housing units:

- Details concerning this goal are discussed in component 7--Capital Improvement Needs—of the annual plan. (The objective applies in each year of the 5-year plan.)

(g) Provide replacement public housing:

- HCD will assess the financial viability of the FCRHA public housing inventory and develop a strategy for the overall inventory and each individual property which may include disposition, redevelopment, private investment/ownership and/or private management at selected sites, to be determined;
- Transfer subsidy from any public housing units identified for disposition to replacement units; and,
- Determine marketability of the replaced public housing units for possible disposition through homeownership programs or conversion to other uses.
(The objective applies in each year of the 5-year plan.)

3. FCRHA Goal: Increase assisted housing choices within the FCRHA's area of operation.

Objectives:

(a) Provide voucher mobility counseling:

- HCD provides information to families at Section 8 counseling sessions about procedures to utilize the portability feature of the Section 8 program. In addition, HCD will create a new quarterly Section 8 participant newsletter in the second year of the 5 year plan.
- HCD's objective is to maintain and/or increase the current level of about 70 to 80 families per year who leave the jurisdiction with a housing voucher.
- HCD's objective is to continue its current practice of both absorbing and billing other housing authorities to maintain its current level of

billing for about 350 families per year. HCD will continue to absorb or bill other housing authorities based on an average of about 120 families who move into the jurisdiction each year with a housing voucher from another jurisdiction.

(The objective applies in each year of the 5-year plan.)

(b) Conduct outreach efforts to potential voucher landlords:

- HCD's objective is to conduct about 36 landlord briefings per year (3 per month) to educate landlords on changes that are occurring in the Section 8 program.
- HCD will continue to publish a quarterly Section 8 newsletter that informs current and potential landlords of program requirements and changes as they occur in the program.
- HCD's objective is to conduct periodic staff outreach briefing sessions at different locations throughout the County that will also inform landlords of program requirements and changes in the program.
(The objective applies in each year of the 5-year plan.)

(c) Increase voucher payment standards – if necessary:

- HCD will annually review the portion of the HUD-issued FMR being paid by households participating in the voucher program to determine if adjustments are needed in the payment standard.
(The objective applies in each year of the 5-year plan.)

(d) Implement voucher homeownership program:

- The FCRHA will start a new Section 8 homeownership program that will begin as a pilot program and assist a maximum of 25 families over a five-year period. The homeownership option will be offered only to those families currently receiving Section 8 rental assistance.
(The objective applies in each year of the 5-year plan.)

HUD Strategic Goal: Improve community quality of life and economic vitality

1. FCRHA Goal: Provide an improved living environment in its public housing developments.

Objectives:

- (a) Implement measures to avoid the concentration of poverty by bringing higher income public housing households into lower income developments:
 - HCD will perform semi-annual reviews of public housing admissions to ensure compliance with FCRHA income mixing policy and will make adjustments accordingly. (The objective applies in each year of the 5-year plan.)
- (b) Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - HCD will perform semi-annual reviews of public housing admissions to ensure compliance with FCRHA income mixing policy and will make adjustments accordingly. (The objective applies in each year of the 5-year plan.)
- (c) Implement public housing security improvements:
 - HCD will conduct bi-annual security audits of wholly owned public housing properties, obtaining input from police and staff to plan physical improvements. (The objective applies in each year of the 5-year plan.)
 - HCD will use Public Housing Drug Elimination Program grant funds for prevention activities, security patrols and physical improvements on properties determined to have the highest needs. (The objective applies in each year of the 5-year plan.)
 - HCD will work with the Fairfax County Police Department to encourage neighborhood watch, window watch, and safe house programs in developments where residents have an interest to start these programs. (The objective applies in each year of the 5-year plan.)
- (d) Improve public housing management:
 - HCD plans to be a part of Fairfax County's South County Human Services Center that will provide more localized services to the general public, persons on the waiting lists, public housing residents, and Section 8 participants. (HCD plans to complete this objective in the third year of the 5-year plan.)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

1. FCRHA Goal: Promote self-sufficiency and asset development of assisted households.

Objectives:

- (a) Increase level of self-sufficiency of households assisted through the public housing and Section 8 voucher programs and, in doing so, also increase the rate of unit turnover in both the Section 8 and Public Housing programs. To accomplish this the FCRHA plans to set in motion a four-step action plan. It is the goal of the agency to conclude the planning phase by year 2 of this plan and begin implementation in year 3. These steps include:
 - Analyze the characteristics of applicants and participants in these programs and develop affordability indices for various types of families.
 - Determine targets for those to be served (within HUD required targeting parameters).
 - Examine a variety of strategies to reach these goals. Included in this step are researching national models, and HUD pilot programs.
 - Implement strategies, some of which may include: revisions to waiting list priorities, securing and providing greatly enhanced supportive services, increasing deductions on earned income, or income from second wage earners, and establishing time limits and/or maximum subsidy limits for participants.
- (b) Provide or attract supportive services to improve assistance recipients' employability:
 - In partnership with public and private entities, HCD will establish, furnish, staff and operate computer learning centers on or near public housing properties. These learning centers will provide the opportunity for employable residents to develop skills related to typing, resume writing, data processing, and computer software programs, with the goal of increasing the residents chance of obtaining employment. Job preparedness and career planning would be incorporated into the training curriculum. (The objective applies in each year of the 5-year plan.)

- HCD plans to start one-to-two centers per year, dependent upon the availability of outside resources. (The objective applies in each year of the 5-year plan.)
 - HCD will advise single parents seeking self-sufficiency about child support enforcement programs that are available through the Division of Child Enforcement and the Juvenile Domestic Relations Court. (The objective applies in each year of the 5-year plan.)
- (c) Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- HCD will pursue funding opportunities such as the ROSS program. (The objective applies in each year of the 5-year plan.)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

1. FCRHA Goal: Ensure equal opportunity and affirmatively further fair housing in its housing programs.

Objectives:

- (a) Undertake affirmative measures to ensure access to FCRHA assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - HCD will continue to maintain waiting lists for both the public housing and Section 8 programs based on the date a family applies for the programs and the number of preference points which HCD awards in the evaluation process. The evaluation process uses local and ranking preferences in assigning numerical points.
 - HCD will work closely with the Fairfax County Fair Housing Task Force to eliminate impediments to equal access. (The objective applies in each year of the 5-year plan.)
- (b) Undertake affirmative measures to provide a suitable living environment for families living in FCRHA assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - FCRHA's policy prohibits the concentration of the most economically and socially deprived families in any one or all of the FCRHA's public housing projects. HCD will monitor this policy by analyzing the income levels of public housing tenants on a continuous six-month

timetable to determine the average incomes of families, defining high income developments as those with family incomes over 115 percent of the average and low income developments as those with family incomes under 115 percent of the average. HCD will then determine those developments that are more than 115 percent above and below the average income of all families in the developments and will implement a tenant selection procedure at these developments that will give preference to either placing higher income tenants where the development has lower income tenants and lower income tenants where the development has higher income tenants.
(The objective applies in each year of the 5-year plan.)

- (c) Undertake affirmative measures in public housing and Section 8 programs to ensure the availability of accessible housing for persons with all varieties of disabilities regardless of unit size required:
- HCD will continue to award local preferences to applicants for public housing and the Section 8 voucher program whose head or spouse meets HUD's definition of being disabled. A small number of Section 8 placements are for applicants living and working in Fairfax County with a household member who is mobility impaired and who reside in a housing unit with housing conditions that represent an imminent danger to the health and well-being of the family member listed on the application. Special priority Section 8 admissions are given to individuals who are disabled and under 62 years of age and qualify for the County's Mainstream Disabilities Program.
 - HCD will continue to make reasonable accommodations to its public housing and Section 8 programs rules, policies, practices, or services, or structural modifications to a housing unit or its associated premises when they are necessary to enable a person with a disability to comply with the requirements of a program and have an equal opportunity within a program to use and enjoy their residence or its common areas within a housing community.
(The objective applies in each year of the 5-year plan.)

Other PHA Goals and Objectives:

1. FCRHA Goal: Assist in the redevelopment and revitalization of non-residential areas:
 - (a) Promote commercial revitalization initiatives.

- HCD will continue to be the point-of-contact for County revitalization activities in accordance with the County Executive's initiatives on revitalization introduced in March 1998 and endorsed by the Board of Supervisors in October 1998. The FCRHA is exploring financial tools necessary to assist neighborhood revitalization activities. Revitalization in non-residential areas is important to the FCRHA because several FCRHA properties are located in or near existing or proposed revitalization areas. Since the FCRHA has a vital stake in its properties, improvements in the physical and economic conditions in these areas are viewed as benefiting not only the general community but the FCRHA residents as well. (The objective applies in each year of the 5-year plan.)
2. FCRHA Goal: Utilize all available resources and seek out the best economic tools available.
- (a) Seek creative means to finance affordable housing:
- The FCRHA will continue to form partnerships with other public, private, and nonprofit entities to utilize private funds, grants, loans, tax credits, bond revenues, State funds, entitlement programs, local appropriations, and other sources to structure the financing necessary to implement projects. (The objective applies in each year of the 5-year plan.)
- (b) Foster development of community-based housing and human services programs.
- HCD is the lead agency for development of the County's Consolidated Plan, and an FCRHA commissioner sits on the citizen advisory committee that oversees the Consolidated Plan process. In addition to the four federal programs (CDBG, HOME, ESG, and HOPWA), the County's Consolidated Plan includes significant local funds and federal/State Community Services Block Grant (CSBG) funds. HCD provides staff support for the activities of the Consolidated Community Funding Advisory Committee that develops the framework for the funding processes for community-based housing and human services programs. HCD also is (1) an active participant in the Continuum of Care planning process for HUD homeless assistance, and sits on the County's Homeless Oversight Committee, and (2) develops joint plans with the staff of the Community Services Board and the Disabilities Services Board to develop housing activities, seek special housing subsidies and grants, modify existing housing, and create specialized programs. HCD closely monitors

community needs in order to adjust its goals, objectives, policies and procedures as necessary. (The objective applies in each year of the 5-year plan.)

Annual PHA Plan
PHA Fiscal Year 2001
 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

PURPOSE

This fiscal year 2001 Annual Plan, which includes the period July 1, 2000 to June 30, 2001, was prepared to comply with the requirements of section 511 of the Quality Housing and Work Responsibility Act (the Act) of 1998. The Act requires the Fairfax County Redevelopment and Housing Authority (FCRHA) to submit to the Department of Housing and Urban Development (HUD) every fiscal year on or after October 1, 1999, an annual plan that responds to 18 specific components. The Act shifts authority over many areas of housing policy that affect low-income families to the FCRHA.

BACKGROUND

The FCRHA is a political subdivision of the Commonwealth of Virginia and is empowered to implement housing, community development, and redevelopment programs within Fairfax County and such towns, cities and counties with which it has cooperation agreements. The Fairfax County Board of Supervisors created the Department of Housing and Community Development (HCD) in 1973 for the purpose of carrying out the programs and serving as the staff of the FCRHA. The Annual Plan focuses on the public housing and Section 8 programs as required by HUD and does not encompass all programs and activities of the FCRHA or HCD.

Fairfax County's Five-Year Consolidated Plan for Fiscal Years 1996-2000 disclosed that about 27,000 families in Fairfax County had incomes that were less than 80 percent of the area's median income and had need for rental housing units in the county. About

8,600 of these families had incomes that were 30 percent or less than the area's median income, while about 10,000 were between 30 percent and 50 percent, and 8,400 were between 50 percent and 80 percent.

The FCRHA's public housing and Section 8 tenant-based assistance is a primary source of federal housing assistance for the County's low-income residents living in the FCRHA's three service areas—Service Area I (South County), Service Area II (Central County), and Service Area III (North County)¹. The FCRHA provides public housing units to 1,065 families and Section 8 rental assistance payments to over 2,700 families living throughout the three service areas. The combined waiting lists for the public housing and Section 8 programs, which are open for only one month out of the year, have over 4,900 families who are waiting for housing units and rental assistance under these programs. Many families on the waiting lists unlikely will ever have the opportunity to obtain housing assistance through the FCRHA programs since the expected turnover of families in public housing and Section 8 is generally averaging about 10 percent per year.

BRIEF HIGHLIGHTS OF THE PLAN

In response to the Act's purpose of shifting authority over many areas of housing policy that affect low-income families to the FCRHA, the FCRHA has taken actions to implement several significant requirements mandated by the Act. Specifically, the Fiscal Year 2001 annual plan discusses new FCRHA policy initiatives in the Public Housing Program, including (1) income mixing within public housing developments, (2) community service requirements for selected residents, (3) rents charged for public housing units, including flat rents, and (4) pet ownership in public housing units. As mandated by the Act, the old Section 8 certificate and voucher programs are being merged into the new Section 8 Housing Choice Voucher Program and a new FCRHA policy initiative authorizes eligible Section 8 families to use tenant-based assistance to purchase a home.

The FCRHA created a Resident Advisory Counsel, comprised of thirteen members from the three service areas in the county. The Council's primary purpose is to participate in the overall policy development and direction of public housing and Section 8 operations by reviewing and commenting on policy matters contained in FCRHA's 5-year and annual plan.

The annual plan also discusses the FCRHA's ongoing programs related to crime and safety and asset management initiatives.

Income Mixing

¹ The FCRHA's three service areas interface with Fairfax County's five Human Service Regions.

The FCRHA Public Housing Admissions and Occupancy Policy states that the FCRHA must avoid concentrations of the most economically and socially deprived families in any one or all of the FCRHA's public housing projects. The FCRHA reviewed the income levels for families in public housing developments and found that adequate income mixing is occurring in conformance with this policy. The FCRHA's standards for tenant selection for public housing developments states that the Authority follows nondiscriminatory policies in the assignment of applicants to dwelling units. However, effective October 1, 1999, the FCRHA modified its policy to include semi-annual reviews of public housing admissions to ensure compliance with the FCRHA income mixing policy and HUD guidance. The policy will be further somewhat modified effective April 15, 2000, due to additional HUD guidance, which occurred after the October 1, 1999, policy was implemented.

Community Service

The FCRHA's policy on performing community service while a resident in a public housing unit is that each adult public housing resident, not exempted by the Act, shall perform at least 8 hours of community service per month or at least 96 hours per year. Generally, eligible tenants perform the required service throughout the year, on a month to month basis. The policy became effective as of October 1, 1999.

Rents Charged for Public Housing Units

Beginning October 15, 1999, the FCRHA changed the way a public housing family pays rent. Each family is given the opportunity to choose between two types of rent payment—a flat rent or an income-based rent. Flat rents are determined for each type of unit in a public housing development and the rental rate structures reflect the asset value of the unit, similar to the private market and remove disincentives to families obtaining employment and achieving self-sufficiency. To maintain income protections for the residents and to encourage tenants to become self-sufficient, the FCRHA will verify the income of flat rent payers once every three years.

The FCRHA's flat rent schedule is based on a formula-driven model that takes into consideration factors related to the cost of operating and providing the dwelling units in individual public housing developments. Other key factors related to the specific characteristics about FCRHA's public housing developments such as the property's age, location, and physical condition are considered as well as rental values at comparable properties. The flat rent schedule became effective as of October 15, 1999.

Pet Ownership in Public Housing Developments

The Act permits all public housing residents to have pets in their dwelling units providing they follow laws and regulations governing pet ownership. Final HUD regulations on pet

ownership have not yet been published. The FCRHA's policy on pet ownership in public housing will permit a resident of a dwelling unit in family public housing to own one pet while a resident in a public housing unit. The pet policy provides for a refundable \$100 deposit, a non-refundable \$12 application fee and strict adherence to County laws governing pet ownership. A resident may own one pet, either a dog or cat, which must be kept indoors. Pets must be registered with management and show evidence of all shots, licensing and neutering of the pet. Dogs may not exceed 25 pounds at maturity and pit bulls are specifically prohibited.

The FCRHA will implement the pet ownership policy after HUD issues its final rule.

Section 8 Voucher and Certificate Merger

In October 1999, the FCRHA merged the Section 8 Certificate and Voucher Rental Programs into a new Section 8 Housing Choice Voucher Program. Under the program, the FCRHA will maintain the voucher payment standard at 100 percent of the Fair Market Rent for the area. Also, the family's rent payment can not exceed 40 percent of their adjusted income when first renting a unit.

Section 8 Homeownership Program

The FCRHA will implement a new Section 8 homeownership program after HUD issues its final rule. The program will begin as a pilot program that will assist a maximum of 25 families over a five-year period. The FCRHA plans to review each family after five years to determine the progress they are making in reducing their need for subsidies by increasing family income. The homeownership option will be offered only to those families currently receiving Section 8 rental assistance. New participants must be in the Section 8 rental program for one year in order to be eligible to qualify for the homeownership option. Before the FCRHA will approve a family's request for the homeownership option, the family must show evidence that it is a first-time homeowner who meets FCRHA's income and employment requirements. The high cost of housing in the County and the relatively low average income for most Section 8 participants will constrain the program and will keep its scope relatively modest.

Safety and Crime Prevention Measures

The FCRHA places a high priority on crime and safety issues in the annual plan that affect the quality of life and economic vitality of families in assisted housing. The FCRHA recognizes the importance of providing for a safe and secure environment for residents who live in its neighborhoods. Through out the years, the FCRHA has instituted numerous security practices to prevent and control crime related problems in its developments. The plan discusses many of these practices.

Asset Management

Asset management is a critical component of the annual plan. The FCRHA is proud of the appearance of the 1,065 units comprising the 31 developments in the public housing inventory scattered throughout the three service areas. The FCRHA is committed to the preservation of these developments and to high standards of physical maintenance and capital improvements. Because of the large geographic jurisdiction and great variety of housing units, the FCRHA conducts a number of annual physical inspections of all of its public housing developments to assess improvement needs in security, risk management, energy conservation, and physical modernization.

**POLICY INITIATIVES WILL PAVE-THE-WAY
FOR A NEW DIRECTION FOR FCRHA
ASSISTED HOUSING PROGRAMS**

The FCRHA is challenging itself to achieve several goals and objectives during the 5-year planning period. One of the goals that will be started during the Fiscal Year 2001 annual plan is a greater focus on self-sufficiency and asset development of households living in public housing and Section 8 households. Over the first three years of the 5-year plan, the FCRHA will achieve this goal by:

- Analyzing the characteristics of applicants and participants in the Public Housing and Section 8 programs and developing affordability indices for various types of households.
- Determining targets for those to be served (within HUD required targeting parameters).
- Examining a variety of strategies to reach these goals including researching national models and HUD pilot programs.
- Implementing strategies, some of which may include: revisions to waiting list priorities, securing and providing greatly enhanced supportive services, increasing deductions on earned income, or income from second wage earners, and establishing time limits and or maximum subsidy limits for participants.

Another goal of the FCRHA is to improve the quality of assisted housing. The FCRHA's objective is to assess the financial viability of its public housing inventory and develop a strategy for the overall inventory and each individual property which may include disposition, redevelopment, private investment/ownership and/or private management at selected sites, to be determined.

The FCRHA believes that the goals and objectives being reviewed during the planning period will provide a basis for decisions that will be in the best interest of the current residents in the public housing and section 8 programs and will greatly improve the

availability of these programs' services to families on FCRHA's waiting lists who are also in need of housing assistance.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- X A. Admissions Policy for Avoiding Concentration of Poverty (File name-VA019a01.doc)
- X B. FY 2000 Capital Fund Program Annual Statement (File name-VA019b01.doc)
- X C. Most recent board-approved operating budget (File Name-VA019c01)
- X D. Public Housing Drug Elimination Program (PHDEP) Plan (File name-VA019d01)
- X E. Comments of the FCRHA Resident Advisory Council (must be attached if not included in PHA Plan text) (File name-VA019e01)

- X F. The FCRHA's definition of 'substantial deviation' and "significant amendment or modification". (File Name-VA019f01)

Optional Attachments:

- X G. PHA Management Organizational Chart (File name-VA019g01)

☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Avoiding Concentration of Poverty and Promoting Income Mixing Documentation: 1. PHA board certifications of compliance with avoidance of concentration of poverty requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	guidance) and 2. Documentation of the required avoidance of concentration of poverty and promoting income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	8,592	5	5	4	3	3	2
Income >30% but <=50% of AMI	10,096	5	5	4	3	3	2
Income >50% but <80% of AMI	8,251	5	5	3	3	2	2
Elderly	4,247	5	5	4	4	5	5
Families with Disabilities	9,138	5	5	4	5	5	5
Race/Ethnicity Black	11,853	5	5	4	4	3	3
Race/Ethnicity White	12,123	5	5	4	4	3	3
Race/Ethnicity Other	2,963	5	5	4	4	3	3
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

X Consolidated Plan of the Jurisdiction/s

Indicate year: 1996-2000

- The Consolidated Plan is being updated for the Fiscal Years 2001—2005. However, the data in the above table disclosing the housing needs of families in the County will not be updated for this revision, since the data were extracted from the 1990 Census information as part of the Comprehensive Housing Affordability Strategy (CHAS) data set provided by HUD.

X U.S. Census data: CHAS data set, as included in the Consolidated Plan.

☐ American Housing Survey data

Indicate year:

- ☐ Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)

- Fairfax County Rental Housing Survey--1998

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
X Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,915		
Extremely low income <=30% AMI	3,790	77%	
Very low income (>30% but <=50% AMI)	1,057	22%	
Low income (>50% but <80% AMI)	68	1%	
Families with children	4,345	88%	
Elderly families	570	12%	
Families with Disabilities	1106	23%	
Race/ethnicity Black	2,023	41%	
Race/ethnicity White	1,550	32%	
Race/ethnicity Asian	829	17%	

Housing Needs of Families on the Waiting List			
Race/ethnicity Hispanic	365	7%	
Race/ethnicity Other	163	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,134	33%	14
2 BR	1,151	34%	57
3 BR	744	22%	52
4 BR	364	11%	12
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 11 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Special Allocations)			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

There are over 4,900 families on the FCRHA's combined Section 8 and Public Housing waiting lists who have an immediate unmet need for subsidized housing units. The FCRHA's Public Housing Program, consisting of 1063 units, and the Section 8 Housing Choice Voucher Program, which pays rental subsidies to over 2100 families, do not have sufficient housing and financial resources to meet this unmet housing need. Because the annual unit turn-over rate for these programs is about 10 percent, the FCRHA will focus during fiscal year 2001 on the self-sufficiency and asset development of families living in public housing and Section 8 households.

Through analysis, the FCRHA plans to implement strategies, some of which may include (1) revising waiting list priorities, (2) securing and providing greatly enhanced supportive services, (3) increasing deductions on earned income or income from second wage earners, and (4) establishing time limits and/or maximum subsidy limits for participants. To improve the quality of assisted housing, the FCRHA will assess the financial viability of the FCRHA public housing inventory and develop a strategy for the overall inventory

and each individual property which may include disposition, redevelopment, private investment/ownership and private management at selected sites.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ X Reduce turnover time for vacated public housing units
- ☒ X Reduce time to renovate public housing units
- ☒ X Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ X Apply for additional section 8 units should they become available
- ☒ X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
 - The FCRHA will continue to request the Fairfax County Board of Supervisors to increase the number of affordable dwelling units in the County for low and moderate income families.
 - The FCRHA will encourage the development of other resources such as single occupancy units.
- ☒ X Other: (list below)

- Fairfax County Homeownership Programs
- Fairfax County Rental Housing Program.
- Acquisition of Multifamily Properties.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- Elderly only make up 12 percent of applicants on the waiting lists.
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- There are 100 vouchers specified for persons with disabilities under the Mainstream Housing for Persons With Disabilities Program.
 - An additional 75 vouchers are being requested.
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- X Other: (list below)
- HCD actively participates as a member of the Fair Housing Task Force.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- X Funding constraints

- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
 - Homeless Shelter and Transitional Housing Programs operated by community-based organizations, such as New Hope Housing, Inc., Fairfax-Falls Church Community Services Board, and private contract vendors.
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$1,321,933.00	
b) Public Housing Capital Fund	1,362,829.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	22,297,873.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	315,300.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	2,719,756.00	Section 8 Project-based Assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	3,538,644.00	Public Housing Operations
4. Other income (list below)		
Investment Income	38,513.00	Public Housing Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
County General Fund	525,092.00	Public Housing Operations
Total resources	\$32,119,940.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
 X When families are within a certain time of being offered a unit: (state time)

- HCD verifies a family's eligibility for admission to a public housing unit at the time the applicant is being considered for the suspense pool, generally within six-months of admission.

☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- X Criminal or Drug-related activity
 X Rental history
 X Housekeeping
 X Other (describe)

- Credit Reports
- Tenant Checks to determine if applicant owes another Housing Authority money.

c. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- X Community-wide list
 X Sub-jurisdictional lists

- Fairfax County's Public Housing Program is scattered over a 400 square mile county. This necessitates administering the units through three service areas (I-South County, II-Central County, and III-North County).
- Sub-jurisdictional lists will be used once program operations are decentralized and made operational.

- ☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- X PHA main administrative office
☐ PHA development site management office
X Other (list below)

- Fairfax County Human Services Coordinated Planning Offices at various geographic locations including the Reston/Herndon, Alexandria\Mount Vernon, and Falls Church areas.

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- X One

- Applicants who decline a unit for a valid reason, such as medical (i.e. unable to climb stairs), or too far from employment or special education needs of a dependent, will remain on the waiting list until a more suitable unit is available. The second unit will meet the applicant's need; but if it is declined, the name will be removed from the waiting list.

- ☐ Two
☐ Three or More

b. X Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

X Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

- HCD anticipates targeting more than 50 percent of all new admissions based on the incomes of the families who are on HCD's waiting lists.

b. Transfer policies:

- FCRHA's Public Housing A & O Policy calls for accommodating one transfer for three new admissions to vacant units. The policy has a priority system: (1) medical justification; (2) overhoused/underhoused; and (3) proximity to employment. Emergencies and administrative reasons are used when necessary.

In what circumstances will transfers take precedence over new admissions? (list below)

- X Emergencies
 X Overhoused
 X Underhoused
 X Medical justification
 X Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
 X Other: (list below)

- Proximity to employment

c. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- X Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- X Residents who live and/or work in the jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- X Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- X Other preference(s) (list below)

- Ranking Preference: Rent Burden (rent + utilities are >30 percent of income).

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- FCRHA maintains waiting lists for both the public housing and Section 8 programs based on the date that a family applies for the programs and the number of preference points which FCRHA awards in the evaluation process. FCRHA's evaluation process uses local and ranking preferences in assigning numerical points. Local preferences are awarded to applicants whose head or spouse, (1) is employed, attending school, or participating in a job training program for a combination of 30 hours per week; or (2) is 62 or older, or meets HUD definition of being disabled, and who live or work in Fairfax County. Ranking preferences are applied when applicants are paying, during the past 90 days or longer, more than 30 percent of their gross income for rent and utilities (excluding telephone and cable television costs).

- 1 Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
 1 Residents who live and/or work in the jurisdiction
 1 Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
 X Other preference(s) (list below)

- High rent burden.

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
 X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
 X The PHA's Admissions and (Continued) Occupancy policy
 X PHA briefing seminars or written materials
 X Other source (list)

- Code of Tenant Conduct; Major Lease Requirements

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- X At an annual reexamination and lease renewal
 X Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Avoiding Concentration of Poverty and Promoting Income Mixing

a. X Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to avoid concentration of poverty or promote income mixing?

b. X Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to avoid concentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists
 If selected, list targeted developments below:

X Employing waiting list "skipping" to avoid concentration of poverty or to achieve income mixing goals at targeted developments
 If selected, list targeted developments below:

- The existing FCRHA Public Housing Admissions and Occupancy Policy is that the Fairfax County Department of Housing and Community Development (HCD) must avoid concentrations of the most economically and socially deprived families in any one or all of the FCRHA's public housing projects. The policy does not provide for incentives to bring higher income tenants into lower income project areas and lower income tenants into higher income project areas. HCD found that the income levels for families in FCRHA public housing developments generally show adequate income mixing in conformance with FCRHA's Admissions and Occupancy policy. FCRHA's standards for tenant selection for public housing developments states that the Authority follows nondiscriminatory policies in the assignment of applicants to dwelling units.
- After reviewing this policy, HCD has determined that the FCRHA income mixing policy statement should be modified by including additional measures to the existing standards for tenant selection.

1. In order to ensure relative parity among its housing developments, HCD will analyze the income levels of public housing tenants on a continuous six-

month timetable to determine the average incomes of families in their developments, defining high income developments as those with family incomes over 115 percent of the average and low income developments as those with family incomes under 115 percent of the average. Reasonable income mix is then obtained by either admitting higher income tenants where the development is less than 15 percent under the average and lower income tenants where the development is more than 15 percent over the average.

2. HCD will then identify those developments that are more than 115 percent above and below the average income of all families in our developments.
3. When a development is identified as having tenant income at 115 percent above or below the average income of all families in our developments as noted in step 2, HCD will implement a tenant selection procedure at the development that will give preference to either placing higher income tenants where the development has lower income tenants and lower income tenants where the development has higher income tenants.
4. The effective date for this policy will be admissions taking place after April 15, 2000.
 - Heritage I
 - Robinson Square
 - Sheffield Village
 - Heritage Woods North (Colchester and Springfield Green)
 - Greenwood II (Barkley)
 - Newington Station
 - Shadowood
 - The Atrium
 - Heritage Woods South
 - Barros Circle
 - Old Mills Gardens

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes X No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for avoiding concentration of poverty and achieving income mixing?

e. If the answer to (d) is yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to avoid the concentration of poverty and to achieve income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:

- Newington Station
- Shadowood
- The Atrium
- Heritage Woods South
- Barros Circle
- Old Mills Gardens

(FCRHA will perform an income mix analysis at all public housing developments every six months)

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:

- Heritage I
- Robinson Square
- Sheffield Village
- Heritage Woods North (Colchester and Springfield Green)
- Greenwood II (Barkley)

(FCRHA will perform an income mix analysis at all public housing developments every six months)

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- X Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation

- ☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

X Other (describe below)

- Tenant's prior landlords and addresses
- Any information regarding damage claims paid on behalf of the tenant

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

X None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

X PHA main administrative office

X Other (list below)

- Fairfax County Human Services Coordinated Planning Offices at various geographic locations including the Reston, Alexandria\Mount Vernon, and Falls Church areas.

(3) Search Time

a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- Applicants must show that they have actively looked for a unit. They are given an additional 60 days to find a unit when the circumstances are due to not finding units within the Fair Market Rents. HCD experience shows that within 120 days, 95 percent of the tenants find an affordable unit.

(4) Admissions Preferences

a. Income targeting

X Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75 percent of all new admissions to the section 8 program to families at or below 30 percent of median area income?

b. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- X Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- The FCRHA maintains waiting lists for both the public housing and Section 8 programs based on the date that a family applies for the programs and the number of preference points which the FCRHA awards in the evaluation process. The FCRHA’s evaluation process uses local and ranking preferences in assigning numerical points. Local preferences are awarded to applicants whose head or spouse, (1) is employed, attending school, or participating in a job training program for a combination of 30 hours per week; or (2) is 62 or older, or meets HUD definition of being disabled, and who live or work in Fairfax County. Ranking preferences are applied when applicants are paying, during the past 90 days or longer, more than 30 percent of their gross income for rent and utilities (excluding telephone and cable television costs).
- Up to 55 percent of the annual Section 8 admissions available through turnover are selected from a special priority admissions pool. These applicants, who meet local priorities, are referred by human service providers and enrolled in certain human services programs, including transitional housing and the Special Needs Homeless Initiative Assistance and Project Homes, a program cooperatively administered by HCD and the Department of Family Services to serve homeless families. A small number of Section 8 placements are also reserved for applicants living and working in Fairfax County with a household member who is mobility impaired and who resides in a housing unit with housing conditions that represent an imminent danger to the health and well-being of the family member listed on the application.
- A preference is also given on the Section 8 waiting list to households who meet the qualification for the Family Unification Program.

- Finally, special priority admissions are given in the Section 8 program to individuals who are disabled and under 62 years of age and qualify for the County's Mainstream Disabilities Program.

- 1 Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
 1 Residents who live and/or work in your jurisdiction
 1 Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
 1 Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
 X Other preference(s) (list below)

- See above description of preferences.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- X This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
 X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- X The Section 8 Administrative Plan
 X Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 program to the public?

- ☐ Through published notices
 X Other (list below)

- Extensive targeted mail-out to human service providers, applicants on the waiting lists, and other interested parties.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- X The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
 X \$1-\$25
☐ \$26-\$50

2. X Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The family would be evicted as a result of the imposition of the minimum rent requirement;

- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; and
- Other situations as may be determined by FCRHA.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- X For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- X Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- X For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☐ Fair market rents (FMR)
☒ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
☒ Other (list below)

- 10 percent or greater decrease of household income
- Any time there is a change in the family composition

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below)

- Flat rents are determined for each type of unit in a public housing development. The purpose of a flat rent schedule is to allow the FCRHA to create rental structures that

would reflect the asset value of the unit, similar to the private market and which would remove disincentives to families obtaining employment and achieving self-sufficiency, while maintaining income protections for the residents. HUD has stated that flat rents are to be based on a reasonable market value of the unit.

- The FCRHA's flat rents are determined based on a formula-driven model. The model's methodology takes into consideration factors related to the cost of operating and providing the dwelling units in individual public housing developments and other key factors related to the specific characteristics about the FCRHA's public housing developments, such as the property's age, location, and physical condition. Also, comparable property rental values were used to determine if further adjustments in the flat rent schedule were necessary.
- The FCRHA's flat rent schedule is mainly driven by costs incurred by the FCRHA to operate, maintain, and provide the rental units in 31 public housing developments. Costs were developed for each public housing development and include operating expenses incurred to maintain the developments, general fund expenses such as garbage collection, miscellaneous expenses such as painting, capital improvements cost, and costs related to maintaining a replacement reserve.
- The model's methodology also calculates adjustments to the cost-driven flat rents to account for a property's age, location, and physical condition. For example, our analysis showed that rental rates for properties in Service Areas II and III generally run 6 percent and 18 percent, respectively, higher than Service Area I. The cost-driven flat rents for properties in Service Areas II and III were adjusted upward to account for these differences.
- Comparing cost-driven flat rents with subsidized rental properties in the County also provided us with information to further adjust the flat rent schedule.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- The FCRHA's policy is to maintain the voucher payment standard at 100 percent of FMR.

- Assistance payments will be made using the same procedures specified in Section VI of the Administrative Plan, except that monthly assistance payments will not change if the monthly rent for a unit changes, but may change when the payment standard changes or an affordability adjustment is made.
- During the term of any five-year Annual Contributions Contract, annual adjustments of the payment standard may be made. HCD intends to make the affordability adjustments as needed if budgetary constraints allow. These affordability adjustments will enable program participants to receive a greater amount of subsidy, thereby keeping the family portion of the rent to an affordable amount.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
- ☒ Rent burdens of assisted families

- X Other (list below)
- Budget constraints

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- X \$1-\$25
- ☐ \$26-\$50

b. X Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; and
- Other situations as may be determined by FCRHA.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- X An organization chart showing the PHA's management structure and organization is attached. (See VA019g01)
- X A brief description of the management structure and organization of the PHA follows:
- The FCRHA is a political subdivision of the Commonwealth of Virginia and is empowered to implement housing, community development, and redevelopment programs within Fairfax County and such towns, cities and counties with which it has cooperation agreements. The Fairfax County Board of Supervisors created the Department of Housing and Community Development (HCD) in 1973 for the purpose of carrying out the programs and serving as the staff of the FCRHA.
 - The management and organization of the HCD is structured with an Office of the Director and Deputy Director and seven program divisions.
 1. Housing Management Division.
 2. Property Improvement and Maintenance Division.
 3. Financial Management Division.
 4. Development and Real Estate Finance Division.
 5. Community Development Division.
 6. Revitalization Division.
 7. Program Planning and Evaluation Division.
 - HCD's staffing level is 278 professional and support positions (includes merit, limited term, and vacant positions). The major programs that they administer include:
 1. The Section 8 Program.
 2. Public Housing Program management, maintenance, and modernization..
 3. The Fairfax County Rental Program (FCRP).
 4. FCRP/Senior Housing.
 5. FCRP/Special Needs Housing.
 6. Affordable Dwelling Unit (ADU) Program.
 7. Home Repair and Improvement Programs.
 8. Homeownership Programs.
 9. Community Development Block Grant Program.

10. HOME Investment Partnership Program.
11. Neighborhood Improvement Program.
12. Assisted Housing Development and Preservation Program.
13. Relocation Services Program.
14. Financing Affordable Housing and Community Projects Program.
15. Revitalization Program.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,065	144
Section 8 Vouchers	1,681	168
Section 8 Certificates	1,068	106
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	92	No turn-over in the Preservation Program
Public Housing Drug Elimination Program (PHDEP)	Audubon, Westford, and Ragan Oaks 202	This is a unit count
Other Federal Programs(list individually)		
Section 221 (d) (3)	296	15
Section 236	427	21
HOME (Rental Subsidies)	48	6
Section 8 New Construction	385	3

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

The FCRHA has 31 project locations with a total of 1,065 units in the public housing inventory. In many cases, the public housing units are scattered among

other units in the development, meaning that FCRHA does not own the entire property. Public housing units range in age from 50 years (Kingsley Park) to the recently built Affordable Dwelling Unit townhouses. Public housing units include individual apartments scattered among market rate condominiums to townhouse units and garden apartments. The Department of Housing and Community Development (HCD) administers the Public Housing Program in accordance with HUD and FCRHA policies and procedures.

The public housing program serves households with incomes up to 50 percent of the area median income. The average income of tenant households as of January 31, 2000, was about \$15,030.

Management HCD's Housing Management Division has the responsibility for the day-to-day management and operations of the FCRHA's Public Housing Program. The Division issues detailed policies and procedures that are used by the Housing Services Branch in managing and maintaining the 31 public housing developments. They include:

- File Maintenance Procedures
- Tenant Application Procedures
- Rent Calculation Procedures
- Procedures for Filling Vacant Units
- Procedures for Leasing Up Units
- Procedures for Transfers of Residents
- Procedures for Annual Recertifications
- Procedures for Interim Recertifications
- Procedures for Inspections, New Resident Home Visit & Exterminations
- Grievance Procedures
- Procedures for Terminations-Public Housing
- Procedures for Preparation for Court
- Procedures for Eviction
- Procedures for the use of Management Aides
- Procedures for Special Residential Programs
- Procedures for Resident Services Activities
- Procedures for Case Notes
- Procedures for 30 Day Home Visit
- Procedures for Tenant Accounts Receivable
- Procedures for Financial Commitment Form
- Procedures for Crisis Intervention
- Procedures for Monthly Reporting Requirements for Service Providers
- Procedures for Volunteer Registrations and Registration Form
- Procedures for Solutions Program

Note: Regarding the Resident Advisory Council's comment #3 on page 3 in Attachment E, HCD will develop a new procedure titled "Procedures on Temporary Relocation of Public Housing Residents".

These documents are maintained at HCD's headquarters location, 3700 Pender Drive, Fairfax, Virginia.

Public Housing Drug Elimination Program: HCD's Housing Management Division applies for Public Housing Drug Elimination Program grant funds from HUD. The grant is to assist HCD develop and finance drug and drug-related crime elimination programs in FCRHA public housing developments and serves about 250 households each year. The grant provides access to on-site educational, wellness, and recreation programs as well as additional police patrols on HCD properties. Policy and procedures that relate to the program include:

- Procedures for Scheduling Police Overtime
- Procedures for Monitoring Police Overtime Activities Reports
- Procedures for Authorizing and Paying Police Overtime Bills
- Procedures for Processing Arrest Data

These documents are maintained at HCD's headquarters location, 3700 Pender Drive, Fairfax, Virginia.

Maintenance: The Property Improvements and Maintenance Division (PIMD) has direct responsibility to maintain FCRHA-owned properties in keeping with community standards and to ensure that all its properties are safe, decent, and affordable for the long-term. The public housing on-site property managers coordinate maintenance activities with PIMD.

In performing its maintenance function at public housing developments, PIMD maintenance activities are guided by specific rules, standards, and policies that direct the Division in its maintenance function of keeping all public housing units in a viable living condition. PIMD handbooks contain the following subject matters related to the maintenance function.

- Resident Unit Inspection Procedures.
- Unit Work Order Procedures.
- Quality Control Procedures.
- Procedures for Statement of Maintenance Charges and Credits.
- Procedures for the Eradication of Pests.
- Procedures for Risk Management—Playground Health and Safety.

These documents are maintained at PIMD's headquarters location, 4500 University Drive, Fairfax, Virginia

(2) Section 8 Management: (list below)

The Section 8 program is a federally subsidized program administered by the FCRHA in Fairfax County in which the FCRHA assists eligible low income households rent privately owned housing by providing a monthly rent subsidy for units that meet federal Housing Quality Standards. The Section 8 program serves households with incomes up to 50 percent of the area median income.

Management HCD's Housing Management Division has the responsibility for the day-to-day management and operations of the FCRHA's Section 8 Program. The Division issues detailed policies and procedures in its Section 8 Administrative Plan that are used by the Housing Services Branch in administering over 2,700 Annual Contributions Contracts. The Plan contains the following policies and procedures that are used in the administration of the program.

- Admission and Occupancy Policies.
- Admission and Occupancy Procedures.
- Housing Assistance Payments Procedure.
- Procedure to Reduce Program Abuse.
- Procedures on Tenant Services.
- Transition Provisions.
- Housing Voucher Program.
- Special Section 8 Housing Guidelines to Rental Rehabilitation Program.
- Monitoring of Program Performance.
- Supplement: Provisions Governing Administration of the ARHA owned Hopkins-Tancil Courts Moderate Rehabilitation Project.
- Project Homes and Special Needs Homeless Incentive Program.
- Transitional Housing Priority.
- Operation Bootstrap—Policy and Procedures.
- Family Self-sufficiency Program
- Family Unification Program.
- Exhibits.

The Section 8 Administrative Plan is maintained at HCD's headquarters location, 3700 Pender Drive, Fairfax, Virginia

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. X Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

- Hearing procedures dated June 19, 1995, implements HUD's Final Rule on Restrictions on Assistance to Non-citizens.
- Hearing procedures implementing the FCRHA's Reasonable Accommodation Process.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. X Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

- Hearing procedures dated June 19, 1995, implements HUD's Final Rule on Restrictions on Assistance to Non-citizens.
- Hearing procedures implementing the FCRHA's Reasonable Accommodation Process.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- X PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

X

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number VA39P010709 FFY of Grant Approval: (10/1999)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	\$136,165.00
4	1410 Administration	136,282.00
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	40,000.00
8	1440 Site Acquisition	0
9	1450 Site Improvement	85,000.00
10	1460 Dwelling Structures	945,395.00
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	19,987.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,362,829.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA-19-30 Greenwood	Replace Roofing	1460	\$264,780
	Replace Gutters and DS	1460	15,925
	Replace Hot Water Heaters	1460	17,000
	Replace Site Lighting	1450	85,000
	Total		\$382,705
VA-19-25 Villages of Falls Church	Replace Dishwashers	1460	\$15,120
	Install Tub Liners	1460	14,400
	Replace Kitchen Cabinets	1460	64,800
	Replace WCS'	1460	11,700
	Replace Appliances	1460	43,645
	Replace HVAC Units	1460	112,320
	Total		\$261,985
VA-19-31 Briarcliff	Install Locks	1460	\$11,250
	Replace Kitchen Cabinets	1460	52,500
	Replace Appliances	1460	33,825
	Replace T-111	1460	120,000
	Replace HVAC/HWH	1460	76,100
	Install Carpet	1460	50,250
	Repair and Overlay Parking	1460	41,780
	Total		\$385,705
PHA-Wide	2 Administrative Positions and Support Position	1410	\$136,165
	Fund Two Maintenance Turnaround Positions	1408	46,392
	Computer Upgrades and Software Package	1408	89,890
		1502	19,987
	Contingency	1430	40,000
	A & E and Printing		\$332,434
	Total		
Total			\$1,362,829

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA-19-30 Greenwood	Funds will not be obligated until 07/01/02	Funds will be available for expenditure from 7/1/02- 6/30/03
VA-19-25 Villages of Falls Church	Funds will not be obligated until 07/01/02	Funds will be available for expenditure from 7/1/02- 6/30/03
VA-19-31 Briarcliff	Funds will not be obligated until 07/01/02	Funds will be available for expenditure from 7/1/02- 6/30/03
PHA-Wide	Funds will not be obligated until 07/01/02	Funds will be available for expenditure from 7/1/02- 6/30/03

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. X Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
VA-19-01 Audubon		\$281,958	FY 2001
VA-19-11 Shadowood		169,846	FY 2001, 2003
VA-19-06 The Park		276,500	FY 2003, 2004
VA-19-42 Newington Station		344,700	FY 2003
VA-19-13 Atrium		270,000	FY 2002
VA-19-25 Villages of Falls Church		523,973	FY 2000, 2004
VA-19-27 Robinson Square		146,300	FY 2002
VA-19-30 Greenwood		952,425	FY 2000, 2004
VA 19-31 Briarcliff II		386,205	FY 2000
VA 19-35 Barros Circle		272,130	FY 2001, 2002
VA 19-36 Bellevue		237,000	FY 2001, 2002
VA-19-38 Kingsley Park		687,345	FY 2001, 2002
VA-19-40 Reston Town Center		491,864	FY 2002, 2003
VA-19-00 University Plaza		155,942	FY 2001, 2004
VA-19-52 Waters Edge		86,100	FY 2003
PHA-Wide Management/Operations Need		398,156	FY 2000-2004
PHA-Wide Non-dwelling Structures and Equipment		0	
PHA-Wide Administration		681,410	FY 2000-2004
PHA-Wide Other		452,291	FY 2000-2004
Total estimated cost over next 5 years		\$6,814,145	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA-19-01	Audubon			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Refrigerators			\$ 25,800	FY 2001
Replace Ranges and Hoods			31,280	FY 2001
Replace Roofing			50,106	FY 2001
Replace Kitchen Cabinets			82,800	FY 2001
Replace Heating, Ventilation, and Air Conditioning (HVAC) Units			3,300	FY 2001
Replace 30% of Curb/Sidewalks			12,440	FY 2001
Replace Hot Water Heaters (HWH)			3,300	FY 2001
Replace HVAC			40,000	FY 2001
Repair Parking Lot			32,232	FY 2001
Caulking			4,000	FY 2001
Total estimated cost over next 5 years			\$281,958	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-11	Shadowood		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Replace Washers, Dryers and Dishwashers			\$ 14,166
Replace Carpets			43,680
Replace Appliances, Cabinets, and Washers and Dryers			112,000
Total estimated cost over next 5 years			\$ 169,846

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-06	The Park		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Re-shingle roofs			FY 2003
Replace Sidewalks			FY 2003
Repair and Overlay Parking			FY 2003
Replace HWH and HVAC Units			FY 2004
Repair and Repave Parking Lots			FY 2004
Install New Site Lighting			FY 2004
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

		Units	
VA-19-42	Newington Station		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace HVAC/HWH's		\$120,600	FY 2003
Replace Cabinets and Appliances		134,100	FY 2003
Replace Flooring		90,000	FY 2003
Total estimated cost over next 5 years		\$344,700	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-13	The Atrium		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Stairs and Seal Courtyard		\$124,000	FY 2002
Install Roof Over Atrium		110,000	FY 2002
Replace 250 Linear Feet of Sidewalk		3,500	FY 2002
Top Coat Parking Lot		12,500	FY 2002
Supplemental Landscape		20,000	FY 2002
Total estimated cost over next 5 years		\$270,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-25	Villages of Falls Church		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Dishwashers and Water Closets		\$ 26,820	FY 2004
Install Tubliners		14,400	FY 2004
Replace Appliances		43,645	FY 2004
Replace HVAC Units		112,320	FY 2004
Replace Kitchen Cabinets		64,800	FY 2004
Total estimated cost over next 5 years		\$ 261,985	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

VA-19-27	Robinson Square		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Furnaces		\$ 82,800	FY 2002
Replace HWH		12,500	FY 2002
Replace Wood Siding		36,500	FY 2002
Seal Coat Parking Lots		14,500	FY 2002
Total estimated cost over next 5 years		\$146,300	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-30	Greenwood ²		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Roofs and Gutters		\$ 292,000	FY 2004
Replace HWHs		17,000	FY 2004
Repair Parking and Walks		45,000	FY 2004
Install New Site Lighting		40,000	FY 2004
Total estimated cost over next 5 years		\$ 394,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-35	Barros Circle		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Appliances		\$ 66,130	FY 2001
Replace Kitchen Cabinets		88,000	FY 2001
Replace HVAC and HWH's		118,000	FY 2002
Total estimated cost over next 5 years		\$272,130	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-36	Bellevue		

² The FCRHA Resident Advisory Council has recommended that the FCRHA reassess the laundry room and recreation facilities needs at the Greenwood Apartments. See HCD's response to this recommendation in Attachment E.

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace HVAC Units	\$114,000	FY 2001
Replace Kitchen Cabinets (as necessary)	123,000	FY 2002
Total estimated cost over next 5 years	\$237,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-38	Kingsley Park		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
Replace Kitchen Cabinets & Appliances	\$249,545	FY 2001	
Replace HVAC	226,800	FY 2001	
Replace HWH	26,000	FY 2001	
Seal Coat Parking Lots	35,000	FY 2002	
Rebuild Brick Veneer	150,000	FY 2002	
Total estimated cost over next 5 years	\$687,345		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-40	Reston Town Center		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
Overlay Parking Lot	\$ 32,364	FY 2002	
Replace HVAC	78,000	FY 2002	
Replace Kitchen Cabinets and Appliances	88,300	FY 2002	
Replace HWH	9,200	FY 2002	
Repair and Overlay Parking	42,000	FY 2003	
Install New Entry Canopies	90,000	FY 2003	
Remove Window Trim and Install Synboard and Paint	120,000	FY 2003	
Install New Tot Lot and Base	32,000	FY 2003	
Total estimated cost over next 5 years	\$491,864		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA-19-00	University Plaza		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	

Replace HVAC Units	\$ 66,942	FY 2001
Repair and Repave Parking Lot	45,000	FY 2004
Replace Roof at Mechanical Area	24,000	FY 2004
Install Monitoring Cameras	10,000	FY 2004
Replace Solar Trellis	10,000	FY 2004
Total estimated cost over next 5 years	\$155,942	

Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units
VA-19-52	Waters Edge	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost
Replace Kitchen Cabinets, Appliances, Dishwashers, And Flooring		\$ 86,100
Total estimated cost over next 5 years		\$ 86,100

Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units
PHA-Wide	PHA-Wide	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost
PHA-Wide Management/Operations Need		\$ 261,991
PHA-Wide Administration		545,128
PHA-Wide Other and Replacement Reserve		393,524
Total estimated cost over next 5 years		\$1,200,643

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development

☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date	

submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application
(date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5. Number of units affected:
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- X Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- X ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- X Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

Policy Statement

The FCRHA will begin the Section 8 homeownership program as a pilot program that will assist a maximum of 25 families over a five-year period.³ The homeownership option will be offered only to those families currently receiving Section 8 rental assistance. New participants must be in the Section 8 rental program for one year in order to be eligible to qualify for the homeownership option. Therefore, the FCRHA's policy is that all active participants in the Section 8 rental assistance program who are in good standing with the Department of Housing and Community Development (HCD) will have an opportunity to apply for a Section 8 homeownership option. Before the FCRHA will approve a family's request for the homeownership option, the family must show evidence that it will be a first-time homeowner (a family that moves for the first time from Section 8 rental housing to a family-owned home) who meets FCRHA's income and employment requirements.

³ Although the Act permits the payment of Section 8 homeownership assistance for a maximum of ten years, FCRHA plans to review each family after five years to determine the progress they are making in reducing their need for subsidies by increasing family income.

The specific FCRHA requirements that families must meet in order to qualify for the Section 8 homeownership program include:

- Family Eligibility

Family participation in the program is voluntary and not every Section 8 tenant-based family will qualify to receive homeownership assistance. FCRHA will only offer the homeownership option to a family who is participating in the Section 8 tenant-based rental program and:

1. has expressed an interest in homeownership and will be moving for the first time from Section 8 rental housing to a family-owned home;
2. has adequate income and employment;
3. has pre-qualified for a homeownership loan with a FCRHA-approved lender;
4. has a financial history that shows that the family has not filed for bankruptcy within the last 7 years; and
5. has obtained a recommendation from at least one prior landlord that the family is a good candidate for homeownership assistance and has no record of damage claims while the family occupied rental housing.

- Homeownership Counseling

Once FCRHA determines a family's eligibility for Section 8 homeownership assistance and before it purchases a home, the family must attend a homeownership and housing counseling program that will be provided by the HCD. The program will include the following subjects.

1. Home maintenance,
2. Budgeting and money management,
3. Credit counseling,
4. How to negotiate the purchase price of a home,
5. How to locate homeownership financing, including the pros and cons of different types of financing, and
6. How to find a home, including information about homeownership opportunities, schools, and transportation.

The family will receive a certificate of completion once they successfully complete the program.

- Maximum times to locate and purchase a home

Once a family completes the required homeownership and housing counseling program and receives a certificate of completion, the family will have a maximum

period of six months in order to locate and purchase a home. While searching for a home, the family will continue to receive rental assistance until the family vacates the rental unit consistent with the lease. The home selected must be an existing home (not under construction) and be located in Fairfax County (excluding any jurisdiction not having a cooperation agreement to administer Section 8 within their boundaries). If the family qualifies for portability, the family may select a home in the jurisdiction of another PHA, if that PHA has a Section 8 homeownership program. The receiving PHA may absorb the homeownership family or bill the FCRHA for the homeownership housing assistance using the normal portability billing process.

Families will be given counseling on setting realistic expectations regarding affordability for each family based upon their ability to pay.⁴ For example, using the standard criterion that the cost of housing (purchase price) should not exceed 2 1/2 times a family's income, a family with gross annual income of about \$40,000 and little outstanding debt should be locating a home with a purchase price of about \$100,000 or less.

- Home Inspections

After the family has selected a home, there are two mandatory inspections that must be performed. First, the home must pass an initial FCRHA Housing Quality Standards (HQS) inspection that will be performed by HCD's Section 8 Office. The inspection is the normal initial HQS inspection conducted by the HCD for the tenant-based rental assistance program.

For the second inspection, the family must hire an independent, professional home inspector to inspect the home for physical defects and to assess the adequacy and life span of the major building components, building systems, appliances and other structural components. The family must pay for the cost of this inspection. A copy of the inspection report must be provided to the family and the FCRHA. Once the inspection is complete, HCD's Home Improvement Loan Program staff will review the inspection report for accuracy and completeness. Based on these inspections, the family and the FCRHA will determine if there are any pre-purchase repairs that need to be discussed and decided upon by the seller and the family, the severity of the repairs, and whether the purchase transaction makes sense in light of the overall condition of the home and the likely costs of repairs and capital expenditures.

FCRHA considers the home inspection requirement to be a critical step in the home selection process. The professional home inspection will disclose independent data concerning the age and condition of the home, especially those components of the home, such as the roof, heating and air conditioning, and

⁴ FCRHA will not permit a family to purchase a home involving a purchase/rehabilitation or a lease/purchase arrangement.

appliances, that must be replaced based on the age and condition of the home. The inspection would also estimate the likely costs of repairs and replacements. A Section 8 Homeownership Affordability Model will be used to measure the family's ability to pay housing and non-housing costs and to estimate the amount of funds the family should set-aside on a monthly basis to cover the eventual replacement of the home's major systems and components.

- Employment

The family seeking homeownership assistance must show that they are a good candidate for homeownership. Therefore, the head of household or spouse of the family must be employed on a full-time basis. The FCRHA's policy is that, except for an elderly family or a disabled family, the family must have a record of full-time employment for at least two years before the commencement of homeownership assistance.

- Family Minimum Income Requirements

Under the Section 8 homeownership program, the FCRHA's policy is that, when the family begins making mortgage payments to the lender, the family must demonstrate that the head of household and spouse have qualified gross monthly income that must be at least 2 ½ times the voucher payment standard. For example, the voucher payment standard for a family leasing a three-bedroom unit is \$1,118 per month. The qualified minimum gross annual income for this family if they want homeownership assistance is \$33,540. The minimum income requirement only applies to the family's income at the time they initially qualify to purchase a home. Therefore, the gross minimum income level will not be a continuing requirement during the life of the loan.

In addition, FCRHA's policy restricts the payment of homeownership assistance to families that have substantial non-welfare income, except if the family is elderly or disabled. The income counted at initial qualification must come from sources other than public assistance funds.

- Financing Requirements

The family selected to participate in the Section 8 homeownership program must secure their own financing. However, the family will be encouraged to use lenders who are approved by the FCRHA to conduct mortgage financing activities in the Section 8 homeownership program. The approved lenders will have an understanding of the Section 8 homeownership program goals and a willingness to provide loans that meet the need of and comply with FCRHA's policies and

procedures. FCRHA's policy is that the lender must comply with the basic mortgage insurance credit underwriting procedures for FHA-insured single family mortgage loans for homes that are financed with or without FHA-insured mortgage financing.

The FCRHA's policy prohibits seller financing in the Section 8 homeownership program. Therefore, the FCRHA will not approve a loan involving seller financing, or where the mortgage will result in balloon payments or in certain kinds of variable interest rate loans that are not in the best interest of the family financing purchase of a home.

The FCRHA's policy is to review each proposed Section 8 homeownership loan to determine whether the monthly mortgage payment is affordable after considering other family expenses. Further, at the time of loan closing, the family must meet a minimum cash or equity requirement that amounts to 3 percent of the final sales price of the home. These funds should come from family resources only.

Once the family is approved for homeownership, HCD will make housing assistance payments directly to the family. The family will be responsible for making total monthly mortgage payments to the lender. The FCRHA is not responsible for mortgage payments in the event that the family defaults on the mortgage. The family must immediately notify the FCRHA when the default occurs and is totally responsible for bringing the mortgage current.

- Homeownership Assistance Payments

HCD will make monthly homeownership assistance payments to the family as long as the family is living in the residence and is eligible to receive housing assistance payments. Eligibility to receive homeownership assistance payments terminates automatically 180 days after the last homeownership assistance payment is made on behalf of the family.

HCD will calculate the monthly homeownership assistance payment using a modified voucher program payment standard approach. The payment will equal the lower of (1) the payment standard minus the total tenant payment, or (2) the monthly homeownership expenses minus the total tenant payment. FCRHA will annually or on an interim as-needed basis reexamine family income and composition and make appropriate adjustments to the amount of the monthly housing assistance payment.

In determining the family's monthly homeownership expenses, the FCRHA will allow amounts to cover:

1. Principal and interest on initial mortgage debt and any mortgage insurance premium incurred to finance the home;
2. Real estate taxes and public assessments on the home;
3. Home owners insurance;
4. An allowance for maintenance expenses (HCD's best estimate of an appropriate amount for maintenance of a home);
5. An allowance for costs of major repairs and replacements (HCD's best estimate of an appropriate amount for a replacement reserve for a home); and
6. The FCRHA's Section 8 utility allowance for the home (The utility allowance is the same utility allowance schedule as used in the rental certificate and voucher programs).⁵

HUD's requirements state that except for elderly and disabled families, Section 8 homeownership assistance may only be paid for a maximum period of up to ten years. There are no time limits for elderly and disabled families. Since FCRHA will initially operate the program on a pilot basis, FCRHA's policy will be that homeownership assistance will initially be paid for a maximum period of up to five years. After the initial five-year pilot period, FCRHA will review each case individually to determine if the family has shown sufficient progress in improving their financial condition to warrant the payment of Section (8) homeownership assistance for the remaining five-year period. FCRHA's primary purpose will be to determine whether the family's gross annual income is increasing at a sufficient rate to reduce the need for housing assistance payments by the tenth year of the mortgage.⁶ FCRHA may terminate homeownership assistance payments at anytime after the initial five-year pilot period when the family's circumstances show that there is a need for housing assistance payments beyond the ten-year statutory time limit.

If the family is current in making mortgage payments but is not making sufficient progress in increasing family income, these circumstances could cause the FCRHA to encourage the family to sell the home and switch back to rental assistance. If the family is not in default on mortgage loan and has met all obligations under the Section 8 program, the FCRHA can issue the family a rental voucher. When a family defaults on a mortgage loan (either a FHA-insured or a non-FHA-insured), these cases will be reviewed by the FCRHA to determine whether a rental voucher will be issued to the family or assistance will be terminated.

⁵ For cooperative housing, the homeownership expenses for a cooperative member would be the same except there is a cooperative charge under the cooperative occupancy agreement that is allowed as an expense.

⁶ The need for Section 8 housing assistance payments should have been reduced at least by 50 percent after the fifth year in the program.

How the FCRHA Will Administer The Section 8 Homeownership Option

As previously mentioned, the Department of Housing and Community Development will initially administer the Section 8 Homeownership Program on a pilot basis. HCD's Homeownership Programs Office, Housing Management Division (HMD), will have the overall responsibility for program administration and will provide homeownership and housing counseling training. All matters related to the determination and payment of Section 8 homeownership assistance payments will be performed by HMD's Section 8 Office. The Home Improvement Loan Program Office will provide technical assistance that will be needed to evaluate inspection reports prepared by independent, professional home inspectors, and will provide home maintenance education.

HCD, in conjunction with the respective program offices, will annually evaluate the pilot program results to determine the effectiveness of the Section 8 homeownership option in moving families from rental housing to homeownership. The FCRHA will also measure participant progress in increasing family income levels and reducing the family's need for FCRHA's homeownership housing assistance payments. The program may be expanded beyond FCRHA's initial goal of assisting 25 Section 8 families if the FCRHA determines that the program is effectively helping Section 8 rental families obtain homeownership.

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

- FCRHA/HCD and the Fairfax County Department of Family Services (DFS) have been collaborators in self-sufficiency programs, such as Project Self-Sufficiency, and Operation Bootstrap prior to the current Family Self-sufficiency (FSS) Program. DFS and HCD are two departments within the Fairfax County government structure and the service collaboration predates cooperative agreements. Representatives of DFS and other agencies sit on the FSS Coordinating Committee. FSS participants' service plans include the use of a Release of Information that permits the exchange of information between the agencies.

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☐ Client referrals

☒ Information sharing regarding mutual clients (for rent determinations and otherwise)

☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

☒ Jointly administer programs

☒ Partner to administer a HUD Welfare-to-Work voucher program

- The FCRHA did not receive the fiscal year 1999 grant but we will partner to reapply in the future.

☐ Joint administration of other demonstration program

☒ Other (describe)

- Administers a special program to award Section 8 for homeless families in conjunction with supportive services. (Project Home)
- Administers the Family Unification Program

B. Services and programs offered to residents and participants

(1) General**a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- X Public housing rent determination policies
- X Public housing admissions policies (Working Preference)
- X Section 8 admissions policies (Working Preference)
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- X Other policies (list below):

- Housing and Community Development Corporation and FCRHA Resolutions Implementing Economic Uplift and Self-sufficiency;
- Adoption of Moderate Income Direct Sales (MIDS) Homebuyers Eligibility Requirements;
- Adoption of Policies and Regulations Concerning the Sale and Rental of Affordable Dwelling Units (First Time Homebuyers' Program);
- Authorization to Enter into an Agreement with The Housing Opportunities Foundation to Assist Moderate Income Homebuyers;
- Authorization to Establish a New Family Self-sufficiency Program;
- Authorization to Formalize Current Practices for Economic Uplift and Self-improvement Initiatives.

b. Economic and Social self-sufficiency programs

- X Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Resident Mgmt. Aides	14	Emp. Interview	PHA Main Office	Public Housing
Home Ownership Club	350	Specific Criteria	PHA Main Office	Both
Moderate Income Direct Sales Program-Homeownership	94	Specific Criteria	PHA Main Office	Both
First Time Homebuyer's Program	92	Specific Criteria	PHA Main Office	Both
Purchased ADU Homes	30	Specific Criteria	PHA Main Office	Both
Public Housing Drug Elimination Grant Program (Various prevention programs specific to EU/SS): Computer Learning Center-ESL, GED Internet, AOL, improve academic and employment opportunities.	Varies upon the program	Resident participation is discretionary	PHA Main Office	Public Housing
Fairfax Area Christian Emergency and Transitional Services, Inc.- Robinson Square & Barros Circle-Computer Learning Center; Pre-employment. Program; Household Mgmt.; ESL; Parent/Child Enrichment Program; Resident Employment Opportunities.	Varies upon the program	Restricted to property residents	PHA Main Office or FACETS office or the respective property's Activity Center	Public Housing
Center for Multi-Cultural Human Services-Kingsley Park: Career and employment workshops; Family Support Services.	Varies upon the program	Restricted to property residents	PHA Main Office or CMHS office or Kingsley Park Activity Center	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	11	13 (02/29/00)
Section 8	100 (waiver)	58 (02/29/00)

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

- FCRHA has a waiver on the mandated number of FSS participants.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Policy Statement

The FCRHA's policy on performing community service while a resident in a public housing unit, effective October 1, 1999, is that each adult public housing resident, not exempted by the Act, shall perform at least 8 hours of community service per month or at least 96 hours per year. The exemptions are discussed below. Generally, the tenant should perform the required service throughout the year, on a month to month basis. However, in some cases, residents may be allowed to complete the requirement by blocking their time requirement. For example, some Community Service organizations may require a participant to commit to provide a minimum number of hours per week of community service before they are allowed to sign up for the organization's community service program, i.e. the Volunteer Center of Fairfax County requires a minimum of 6 hours per week or 24 hours per month. In this case, the resident will be given credit for the amount of time served beyond the 8 hour minimum per month.

How the FCRHA Will Implement and Administer the Community Service Requirement

The Department of Housing and Community Development (HCD) is responsible for implementing and administering the Community Service requirement. HCD has

designated the respective Senior Housing Service Specialists, in conjunction with their Lead Housing Services Specialist and Housing Services Specialists, with the responsibility of notifying those public housing tenants who are required to complete community service.⁷ Normally, a tenant will be notified when they enter public housing, or if they are already a resident, at the time of annual recertification of income.

HCD's goal is to direct tenants to as many community service opportunities as possible, considering such limitations as age, time availability, language barriers, transportation, and child care. Community service opportunities are available in many public and private organizations ranging from a tenant's own public housing development to a private nonprofit organization like the Volunteer Center of Fairfax County, Inc. The Volunteer Center's mission is to initiate and lead efforts to strengthen the community and enhance all citizens' lives through effective volunteerism and service. The Center acts as a clearinghouse for information and referrals and connects individuals with nonprofit organizations and public agencies. The Center issues a monthly flyer listing volunteer opportunities, special events and training. They also advertise volunteer opportunities through local newspapers, radio and the internet.

Meaningful community service can offer a variety of opportunities. For example, a public housing tenant may want to be an interpreter, perform desktop publishing, design graphics, answer hotlines, be a companion, teach an adult to read, assist victims, clear a park or trail, work at a library, rake leaves, deliver food, or sort food in a shelter.

Once, a tenant has been informed by HCD's Housing Services Specialist about the community service requirement, it will be the tenant's responsibility to select a community service organization and the type of service opportunity they want to perform. HCD will require that the tenant formally document their hours of community service perform. For this purpose, HCD will provide the tenant with a Community Service Program – Time Sheet that contains a variety of information categories that the tenant must complete, including a signature of the agency or organization supervisor. The tenant has the responsibility to ensure that the time sheet is delivered to HCD's Housing Services Specialist each month by the last day of the month.

If the tenant defaults on the community service requirement, they will be evicted from the public housing program. However, thirty days before the expiration of the tenant's lease term, the HCD Housing Services Specialist will review and determine the tenant's compliance with the community service requirement. If the tenant is in default, the HCD Housing Services Specialist will notify the tenant that their lease will not be renewed unless they enter into an agreement with HCD to cure the deficiency. Once the agreement is signed, the tenant will be personally responsible to complete the deficient hours within the 30-day period. If the tenant fails again to complete the requirement, HCD will begin the actions to terminate the tenancy of the resident. This lease

⁷ The HCD initially conducted an analysis of the public housing residents to determine who must start the community service requirement as of October 1, 1999. These residents were notified by letter. As new tenants enter the program, they will be informed of the community service requirement.

termination process is subject to all of the standard grievance procedure protections offered to public housing residents.

Exemptions for Community Service

Each adult resident of a public housing project shall contribute 8 hours per month of community service within the community in which that adult resides. HUD exempts the following individuals.

1. An individual 62 years of age or older.
2. A disabled individual or a primary caretaker of an individual.
3. An individual engaged in a work activity. This work activity must be for at least 30 hours per week (FCRHA standard) and include the following:
 - Unsubsidized employment;
 - Subsidized private sector employment;
 - Subsidized public sector employment;
 - Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - On-the-job training
 - Job search and job readiness assistance;
 - Community service programs;
 - Vocational educational training (not to exceed 12 months with respect to any individual);
 - Job skills training directly related to employment;
 - Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 - Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
 - The provision of child care services to an individual who is participating in a community service program.
4. An individual that meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act or under any other Welfare program of the state in which public housing agency is located, including a State-administered welfare to work program. These requirements include:
 - Any individual, including all minor caretakers, under sixteen years of age.

- Any individual at least 16, but has not yet attained the age of 19, who is enrolled full-time in elementary or secondary school, including vocational or technical school programs. The vocational or technical school must be equivalent to secondary school.
- Any individual unable to participate because of a temporary medical condition that prevents entry into any level of community service, as determined by a physician. The individual must provide the Resident Services Specialist a written statement from such physician to specify that he is incapacitated, the nature and scope of the incapacity, and the duration of the incapacity. If the physician indicates that the individual is able to participate in community service, but is limited in the types of activities that can be performed, the Resident Service Specialist must work with the individual to find suitable work activities. The Resident Services Specialist must re-evaluate the participants' incapacity at the time prescribed by the medical statement or every 60 days, whichever comes first.
- Any individual who is incapacitated, as determined by receipt of Social Security Disability benefits or Supplemental Security Income.
- Any individual sixty years of age or older.
- Any individual who is the sole care giver of another member of the household who is incapacitated, and whose presence is essential for the care of the member on a substantially continuous basis, shall be exempt from participation in the Community Service requirement. Incapacity is determined by receipt of Social Security Disability Benefits or Supplemental Security Income. The sole other condition under which an individual may be determined incapacitated is by a written medical statement from a physician.
- A parent or caretaker relative of a child under eighteen months of age who personally provides care for the child.
- A female who is in her fourth through ninth month of pregnancy as determined by a written medical statement provided by a physician.
- Families where the primary caretakers of a child or children are legal guardians, grandparents, foster parents, or other standing in loco parentis and who are not the adoptive or biological parents of the child.

5. An individual in a family receiving assistance under a state program under part A of title IV of the Social Security Act or under any other Welfare program of the state in which public housing agency is located, including a State-administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children
 - Based on the results of security audits and fear surveys conducted on public housing properties, the majority of residents feel safe in their homes and when walking in the development during the daytime. However, residents report feeling somewhat unsafe when walking in the developments after dark. In response to these fears, all PHDEP properties are assigned a team of community policing officers to patrol the properties on an overtime basis. Other remedies such as increased lighting and installation of security fences have been used as well.
- X Observed lower-level crime, vandalism and/or graffiti
 - Analysis of crime trends reveal that property crimes, such as vandalism and auto theft are a problem on PHDEP properties. It is important to note that property crimes are only documented when the victim decides to report an incident. As such, the increase in property crimes can be attributed to higher incidences of reporting on the part of public housing residents. A greater police presence may have also contributed to the increase in reported property crimes.
- X People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - The FCRHA is divided into three service areas. Potential applicants appear to have a negative perception about drugs and crime in Service Area I (South County). The perception is not necessarily directed toward FCRHA properties, rather toward the region as a whole. This region of the county has areas of older housing, low rents, and higher poverty compared to the rest of Fairfax County, which could contribute to the negative perceptions held by FCRHA applicants.
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

X Safety and security survey of residents

- The FCRHA conducts bi-annual Security Audits of its public housing developments. Each audit includes a comprehensive safety and security resident survey . The survey asks residents for information regarding their perceptions of safety in the community and what factors or conditions they believe contribute to the problems. These reports are included in the planning process for budgets, CIP grant and the PHDEP grant. This survey enables FCRHA staff to identify the safety and risk control issues for each property and develop strategies to resolve the problems. Residents of PHDEP properties are also surveyed on an annual basis. The most recent PHDEP resident survey was developed and conducted by the Fairfax County Police Department (FCPD).

X Analysis of crime statistics over time for crimes committed “in and around” public housing authority

- The FCPD provides semi-annual crime statistics reports to the FCRHA for analysis. These reports itemize Part I and Part II Calls for Service for each public housing development. Generally this information is analyzed in the Security Audit to identify crime trends for each public housing development. Arrest data is also provided on a weekly basis from FCPD. The arrest data is used to detect drug related and violent criminal activity. The arrest data also reveals unauthorized persons residing in units and households in need of referrals for service.

X Analysis of cost trends over time for repair of vandalism and removal of graffiti

- PIMD is responsible for repairing vandalism and removing graffiti from FCRHA properties. PIMD maintains a record of work orders and regularly monitors cost trends of repairs and other property improvements.

X Resident reports

X PHA employee reports

X Police reports

X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

- PIMD is responsible for repairing vandalism and removing graffiti from FCRHA properties. PIMD maintains a record of work orders and regularly monitors cost trends of repairs and other property improvements.

☐ Other (describe below)

2. Which developments are most affected? (list below)

- The following properties have been included in FCRHA's Drug Elimination Grant in the last seven years based on factors such as resident perception of crime, tenant characteristics, and FCPD calls for service.

1. Barros Circle
2. Audubon Apartments
3. West Ford
4. West Glade
5. Kingsley Park
6. Rosedale Manor
7. Robinson Square
8. Ragan Oaks

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- The Fairfax County Redevelopment and Housing Authority has an excellent track record of leveraging resources. Other county agencies and local non-profits such as FACETS, AMERICORPS, Alcohol and Drug Services, The Office of Partnerships, Northern Virginia Family Services, and NIMO Systems provide prevention programs for adults and youth living in public housing. These and other agencies conduct a variety of programs on-site, such as: basic wellness seminars, computer classes, academic enrichment programs, and drug prevention/ awareness activities. Most of these organizations sustain their programs through their own funding, with HCD providing space and other resources as they become available.

X Crime Prevention Through Environmental Design (CPTED)

- HCD and the Fairfax County Police Department both have staff who are trained in CPTED. These officers generally provide CPTED consultations prior to implementing physical improvement projects on PHDEP properties. FCPD officers also provide regular input regarding landscaping, lighting, and other risk control issues on public housing properties to housing staff. All Housing Managers and PIMD staff will be trained in CPTED in the Fall of 1999.

X Activities targeted to at-risk youth, adults, or seniors

- FCRHA provides a wide-array of activities for residents of all ages living in public housing, including, recreational and cultural opportunities, on-site educational programs, wellness and fitness programs, academic enrichment, holiday and back-to-school celebrations, substance abuse prevention programs, alternative recreational programs, therapeutic group activities, and employment/career counseling programs.

X Volunteer Resident Patrol/Block Watchers Program

- The FCRHA has worked in conjunction with the Crime Prevention Unit of the FCPD to actively promote Neighborhood Watch as a viable strategy to reduce drug and other criminal activity. To date, this program's success has been marginal. However, FCRHA and FCPD continue to promote the program and support any residents interested in forming a Neighborhood Watch.

X Other (describe below)

- Compliance and Community Relations (CCR) Unit -- The CCR Unit was established in April, 1999 to investigate fraud and program abuse in the Section 8 and Public Housing programs. The CCR Unit has developed innovative techniques to detect program fraud and will now use its expertise to handle public housing safety and security issues. It should be noted that the CCR Unit was a recipient of the 1999 Best Practice Award for its efficient handling of program abuse.
- Evening Property Manager Positions – Two evening Property Managers provide more intensive property management during afternoon and evening hours. The Evening Property Managers are responsible for providing on-site management and security functions, including coordinating security efforts with the Fairfax County Police Department, organizing active Neighborhood Watch groups and tenant patrols, assisting with the development and monitoring of drug and crime-prevention programs, and lease enforcement.
- No Trespass Letters – HCD issues “No Trespass” letters to any person found in violation of FCRHA or property regulations, engaging in criminal activity, acting abusive towards staff or residents, or otherwise acting in an inappropriate manner. This information is maintained in a tracking system that can be accessed by HCD employee's.
- Car Decal Tracking System – This system has been created to maintain is a central location that tracks the number of decals issued and to whom they

have been issued for County owned properties. This enables HCD to identify cars that are trespassing on the property.

2. Which developments are most affected? (list below)

- The following properties have been included in FCRHA's Drug Elimination Grant in the last seven years based on factors such as resident perception of crime, tenant characteristics, and FCPD calls for service.

1. Barros Circle
2. Audubon Apartments
3. West Ford
4. West Glade
5. Kingsley Park
6. Rosedale Manor
7. Robinson Square
8. Ragan Oaks

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- The FCPD is involved in the development of each PHDEP grant proposal by completing surveys, compiling crime statistics, and reviewing the proposal prior to submission. Additionally, FCPD regularly provides input on the progress of the PHDEP grant and provides technical assistance when needed.
- X Police provide crime data to housing authority staff for analysis and action
- As established by an agreement between FCRHA and FCPD, reports containing Calls for Service and Field Investigative Reports for Part I and Part II crimes are provided semi-annually to HCD. The agreement also allows HCD, to the extent authorized by law, to access all public information that in any way deals with criminal activity on any HCD property. FCPD also provides copies of public documents that document or substantiate actual or potential criminal activity in or connected with the public housing developments. This information is provided at no cost to HCD. Weekly arrest data is also provided to HCD by FCPD. This data is provided on disk and is then matched with the HCD database.
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- The FCPD have satellite offices at all PHDEP sites. Police use this space to, among other things, complete the daily police activity log, meet with residents, and issue warnings to any person found to be in violation of HCD rules and regulations. The FCRHA sent a proposal to HUD on November 19, 1999, that would allow Fairfax County police officers to live in public housing units.

☐

Police regularly testify in and otherwise support eviction cases

X

Police regularly meet with the PHA management and residents

- Monthly meetings are held with the FCPD at the station level with Police, HCD Property Managers, the PHDEP Coordinator, and Lead Housing Services Specialists. The meeting is used to discuss any new or emerging crime trends in the neighborhood as well as in the public housing development, issues related to problem tenants, and to determine the schedule for additional police patrols. Senior staff from HCD and FCPD also meet quarterly for policy meetings to evaluate the progress of the ongoing partnership and make any necessary adjustments to the community policing efforts. FCPD Crime Prevention Officers are available to meet with residents upon request and attend community functions on a regular basis.

X

Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

- Pursuant to a Memorandum of Understanding (MOU), the FCPD has expanded and enhanced the current baseline patrol services to the residents of public housing in Fairfax County. At the present time, the FCPD expends 1,456 baseline hours to patrol housing in the County. As agreed upon in the MOU, the baseline hours were increased to approximately 1,700 hours. The additional hours are devoted strictly to patrol related and community policing activities.

☐

Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

X Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

X Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

X Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: VA019d01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Policy Statement:

The FCRHA's policy on pet ownership in public housing permits a resident of a dwelling unit in family public housing to own one pet while a resident in a public housing unit. The resident must maintain the pet in the public housing development subject to the following FCRHA requirements.

1. Fees

- The resident must pay a one-time non-refundable registration fee of \$12.
- The resident must deposit \$100 with the Fairfax County Department of Housing and Community Development (HCD). Once the resident vacates the unit, they will be reimbursed the \$100 less any costs resulting from pet related damages to the dwelling unit and/or de-fleaing or sanitizing the unit or de-fleaing the yard.

2. Limitations on the Number and Size of an Animal

- The resident may own one dog or one cat, to be housed indoors.
- The dog, when mature, can not exceed 25 pounds.

3. Prohibitions Against Dangerous Breeds/Animals and other Animals Based on Certain Factors

- There will be no pit bulls allowed in the developments.
- There will be no exotic or endangered species, including poisonous reptiles or animals otherwise prohibited by local, state or federal law allowed and kept as pets in dwelling units.

4. Restrictions and Prohibitions are also Permitted Based on Size and Type of Building or Project or other Relevant Conditions

- Pet ownership will be restricted to those properties wholly owned by the FCRHA.
- Properties under home-ownership association (including condo unit owners associations) governance are excluded.

5. The Head of Household (leaseholder) Must File Appropriate Documents with HCD before Pets will be Allowed in the Dwelling Unit:

- Before a current resident brings a pet into a public housing unit or a new family moves in a dwelling unit with a pet, the family must register the pet with the Fairfax County Department of Housing and Community Development.
- The family must sign a statement declaring which adult member of the household will be responsible for controlling and maintaining the pet.
- The family must sign a statement that they understand and will abide by the Fairfax County leash law and laws governing proper disposal of animal waste and litter.
- The family must provide documentation showing the name, address, and telephone number of the veterinarian holding the pet's health records.
- The family must obtain a valid, current Fairfax County license for a dog, which must be worn by the animal at all times.
- The family must provide documentation that the dog or cat has been inoculated against rabies.
- The family must provide documentation that the dog or cat has been neutered.
- The family must ensure that the dog or cat wears an identification tag with the owner's name, address and telephone number and rabies tag attached to the collar. For dogs, the license must be attached.

6. Property Related Requirements

- HCD requirements do not allow pets to be left tied-up on the premises by the tenants.
- HCD requirements do not permit doghouses on the premises.

7. Other HCD Requirements that Residents Owning Pets Must Follow

- Evidence of any acts of neglect, inhumane, cruel treatment or violation of anti-cruelty laws regarding pets, whether owned by the tenant or not, will be considered a material violation of the lease and will cause immediate termination of the pet agreement and be grounds for termination of the lease.

- The head of household (leaseholder) will be fully responsible for costs incurred to de-flea or sanitize their housing unit, and de-fleaing the lawn, if required and necessary to meet public health standards.
- Per lease provisions, no alteration to the unit's physical features, including doors, is permitted without prior HCD approval.
- The head of household (leaseholder) will be responsible for restraining and controlling pets at all times. The FCRHA will not be responsible for lost pets should HCD staff need to enter the housing unit to perform inspections, maintenance work or other related activities. If HCD staff cannot perform required service calls or inspections due to an unrestrained pet, the tenant will be charged for the service call at the established rate for minimum time and labor costs.
- The FCRHA assumes no responsibility for any pet found roaming free and picked up by Fairfax County Animal Control.

All of the above requirements will become a lease addendum and fully enforceable under the lease. Failure to abide by the requirements will be considered a material violation of the lease.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
 - The most recent independent auditors' report was submitted to HUD for the fiscal year end June 30, 1999.
3. ☐ Yes X No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. X Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

Long-Term Asset Management Goals and Objectives

- The operating needs of the public housing stock are:
 1. Project-based budgeting for all developments having more than 50 dwelling units.
 2. Improved resident training in basic home and equipment maintenance.
 3. Establishing a review process that will look at existing and new property management policies in terms of their economic impact on the public housing program.
 4. Scanning all public housing building plans into AutoCAD.

5. Purchasing a computer facility management package that will integrate rent records with work orders and capital construction history.
- The capital investment and rehabilitation needs of the public housing stock are assessed as follows:
 1. The FCRHA retains a independent engineering consultant for periodic inspection of its public housing units to update replacement reserve computations/preventative maintenance recommendations and capital needs recommendations.
 2. The FCRHA will hire an independent energy consultant to perform an energy audit of the public housing stock, to analyze current energy consumption, and to report on design recommendations that will result in short and long-term energy savings.
 3. The FCRHA will continue with inspections of public housing developments to identify risk management needs, security needs, and physical improvement needs.
 4. Capital improvements will be made in the FCRHA's older developments in order to meet a compatibility standard with the surrounding market environment.
 5. Disposition of public housing units is not being planned during the annual plan period.
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- X Development-based accounting
- X Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes X No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- X Attached at Attachment (File name) VA019e01
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

X The PHA changed portions of the PHA Plan in response to comments
List changes below:

- In Attachment E (File name VA019e01), HCD has included its responses to the Resident Advisory Council's comments and recommendations.

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

- The Board of Commissioners of the FCRHA are selected and appointed by the Board of Supervisors of Fairfax County.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: County of Fairfax, Virginia.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The FCRHA is one of the organizations designated to be represented on the citizen advisory committee—the Consolidated Community Funding Advisory Committee (CCFAC)—which oversees the County’s Consolidated Plan development process; an FCRHA Commissioner is an appointed member of the CCFAC.
 - A County staff member responsible for the preparation of the Consolidated Plan is also a member of the HCD Steering Committee that assisted in the preparation of the FCRHA’s 5-Year and Annual Plans.
 - Members of the Steering Committee received copies of the draft of the Consolidated Plan for review and comment.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - A County staff member responsible for the preparation of the Consolidated Plan is also a member of the HCD Steering Committee that assisted in the preparation of the FCRHA’s 5-Year and Annual Plans.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Some examples are:

 - The FCRHA will use Comprehensive Grant Funds to improve and upgrade existing public housing developments.

- If HUD issues a Notice of Funding Availability for additional Section 8 rental vouchers, the FCRHA will consider applying for funding based on the housing needs of families in the County.
- The FCRHA will leverage private or other public funds, including the use of low income housing tax credits and bonds, to create additional housing opportunities for low and moderate income families.
- The FCRHA will expand homeownership opportunities through the Fairfax County First-time Homebuyer Program, the Moderate Income Direct Sales Program and a new Section 8 homeownership program.

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

On September 13, 1999, the Fairfax County Board of Supervisors approved the following mission statement.

- The mission of the County is to maximize the effective and efficient use of resources in the Consolidated Plan through a citizen-driven, staff-supported process to develop and preserve affordable housing, promote healthy, thriving and safe neighborhoods, and provide quality, accessible human services that meet essential existing and emerging needs throughout Fairfax County.

Also, on September 13, 1999, the Fairfax County Board of Supervisors approved the following Vision and Mission statements for the County's Five-Year Consolidated Plan for FY 2001-2005.

- A strong, diverse, and vibrant community which cares about the needs of its residents, where all can live to the best of their abilities in thriving, supportive neighborhoods.
- A community which values affordable and accessible housing, education, jobs, physical and mental health care, economic opportunities, and adequate transportation.
- A community which adequately supports its human services system to ensure optimal service delivery.
- A community which actively participates in the planning, needs assessment, priority setting and decision-making processes to allocate community resources to meet the needs of its citizens.
- A community which addresses these needs by building dynamic, flexible partnerships among the public, private, and non-profit sectors, and community volunteers.

The existing and draft revisions to the FCRHA goals statement were utilized as one source for the development of broad goal statements for sections of the Consolidated Plan for Fiscal Years 2001—2005.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment

- A. Admissions Policy for Avoiding the Concentration of Poverty and Achieving Income Mixing.
- B. Fiscal Year 2000 Capital Fund Program Annual Statement.
- C. Most Recently board-approved operating budget for the Public Housing and Section 8 programs.
- D. Public Housing Drug Elimination Program Plan
- E. Comments of the Resident Advisory Council.
- F. FCRHA's Definition of "Substantial Deviation" an "Significant Amendment or Modification".
- G. FCRHA Management Organizational Chart.

**PHA Plan
Table Library**